

Approved For Release 2008/03/04 : CIA-RDP86-00735R000100080003-3

S E C R E T

A G E N D A

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

5 May 1983 - 1000 Hours

[Redacted]

25X1

PRESENTER

Daniel C. King, D/L

Opening Remarks

Objectives

Conduct a Comprehensive Review of Personnel
Management Functions

Provide [Redacted] Training Facility [Redacted]

Provide a System for More Timely and Efficient
Response to Space Requirements (CADS)

Implement the Digital Prepress System

Continue to Work with GSA for Improved Service

Construct 50,000 NET Square Feet of Space at [Redacted]

Improve Responsiveness to Politically Sensitive
Requirements for Goods and Services

Provide Support to SAFE, Phase II

Received

Received

Rec'd 13 April

at JPR

Rec'd 13 April

Rec'd

Rec'd 13 April

25X1

25X1

25X1

*Reported First Quarter

S E C R E T

Approved For Release 2008/03/04 : CIA-RDP86-00735R000100080003-3

FY 83 Office and Division Level Objectives*

(Reportable to the Director of Logistics)

P&PS - Work with Management to Key Support Growth to Growth in Requirements

25X1

- PMS - Continue Support to OL and Procurement Teams
- Automate General Provisions Format to Facilitate the Update of Contract Clauses
- SS - Increase Communications with Employees to Instill Greater Awareness
- LSD - Establish an Automated System for Maintaining Stock Levels and Cost Data Covering Administrative Supplies in Agency Supply Rooms
- Research the Feasibility of Installing Automated Gas Pumps at the Motor Pool Garage
 - Provide Support to the Credit Union 25X1
in Terms of Courier and Shuttle Service, Establishment and Stockage of Supply Rooms, Routine Maintenance Support, etc.
 - Take Over Management of 01 Stock Items from Supply Division
- P&PD - Develop a Formal Training and Development Program for Photography Branch
- Conduct a Waste Measurement Program
 - Develop Work Standards and Measure Productivity via the MIS
 - Develop a Requirements Package for Low Volume Copiers and Issue a Contract for Copier Rentals
 - Develop Requirements for Support to the FBIS MIDAS Project

* Although Directorate Level Objectives are tracked at the Office and Division Level, they are not included in this list since the Director of Logistics is briefed on those objectives during dry runs for the Quarterly Planning Conferences.

FY 83 Directorate Level Objectives

(Reportable to the Deputy Director for Administration)

- BPS - Consolidate Agency Metropolitan Washington Area Activities in the Headquarters Compound
- P&TS - Conduct a Comprehensive Review of Personnel Management Functions
- P&PS - Develop and Implement a Logistics Integrated Management System (LIMS)
- PMS - Develop Policy and Resolve Key Issues Affecting Acquisition
- Establish Procedures to Execute Payments in Accordance with PL 97-177, Prompt Pay Act*
- LSD - Provide Support to SAFE, Phase II*
- Provide a System for More Timely and Efficient Response to Space Requirements
 - Improve the Physical Environment and the Quality of Food and Service in the Executive Dining Room
- P&PD - Implement the Digital Prepress System
- Conduct a Pilot Quality Circle Program
- PD - Improve Responsiveness to Politically Sensitive Requirements for Goods and Services
- RECD - Provide Support to SAFE, Phase II*
- Construct 50,000 Net Square Feet of Space at [REDACTED] 25X1
 - Provide [REDACTED] Training Facility [REDACTED] 25X1
25X1
 - Continue to Work Closely with GSA to Improve Service to the Agency
 - Improve Proprietary Support [REDACTED] 25X1
- SD - Design Methods for Improving Responsiveness to Furniture Requirements
- Establish Procedures to Execute Payments in Accordance with PL 97-177, Prompt Pay Act*
 - Provide Management Information on the Upgrade of [REDACTED] 25X1
25X1

* Joint Objective.

S E C R E T